

**Tau Beta Pi Officer Meeting Minutes**  
**September 1st, 2021**  
**7:00pm | Zoom**

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

**Review Fall 2021 tentative schedule**

<https://docs.google.com/spreadsheets/d/1FFqiqYWFM1ss9aOwoL-XSo-e-xYmNZ/edit?usp=sharing&ouid=103784119884924591356&rtpof=true&sd=true>

**High level overview of events:**

- General body meeting/initiate orientation:
  - Record attendance
  - Cookies/donuts/something
  - Hybrid???
- Personal meetings/interviews
  - Candy exchange?
  - In-person
- Signature book party
  - Has been virtual for the past two semesters, would like to be in-person
  - Details to come...
- Adopt-a-Highway
  - Coordinate with KDOT
  - Supplies (gloves, trash bags, water bottles)
  - Serve pizza afterwards
- KS Hill
  - Coordinate with Dean Fund?
  - Vice President
  - Supplies are crucial (white wash mix, mixers, etc.)
  - Serve pizza afterwards
- Initiation and Banquet
  - Reserve space in the Union
  - Catering
  - Guest speaker

**Officer descriptions**

- Vice President
  - Organization of service projects:
    - KS Hill
    - Highway cleanups

- Corresponding/Recording Secretary
  - Submitting reports to TBP headquarters (“nationals”):
    - Eligibility report
    - Initiation
    - Final action
  - Username/password for TBP reporting system
- Treasurer
  - Bank account is through K-State
  - Lots of record keeping
  - Make sure dues money from initiates is paid
  - More information in officer document
- Membership coordinator
  - Communication with potential new initiates
  - Coordination of new member event sessions, signature books, etc.
  - Answer any questions that potential new initiates may have
  - Alex and Will coordinate on this position

**Vacant officer positions:**

- Events coordinator -- Will was last year
- Media coordinator
- Awards chair

**Methods of Communication:**

- GroupMe: Gather phone numbers, quick communication
- Discord for general body members?
- Slack: File sharing

**Misc.**

- Virtual recruiting fair: October 18-19. More details to come...
- National convention: Knoxville, TN (Oct 21-23)
  - President: funded by TBP HQ
  - Second attendee: needs to apply for funding
- Upcoming “chapter chats” hosted by TBP HQ
  - Chapter Reporting (9-21) → Keegan

**Next week:** Coordinate with Dean Fund (OOO) to get eligibility letters sent out. Figure out where to get a list of eligible students, how to print them out, where to get envelopes, etc.

**Actions Items:**

- Everyone good with this meeting time? Zoom or in-person?
- *E-mail headshot to Marissa for K-State TBP website.*
- Get a head start on anything needed to be done for recruitment/initiation according to your Officer Documents.

**Deadlines:**

- Monday, September 13th: Send letter to parents/students about eligibility???
- **Friday, September 17th: Eligibility Report due to Nationals**

**Tau Beta Pi Officer Meeting Minutes**  
**September 8th, 2021**  
**7:00pm | Zoom**

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

General business:

- Service events: one on Saturday, one on Sunday.
- Dean Fund probably won't be able to attend initiation.
- We still have bents to distribute from last Spring's initiates. How do we want to handle this?
  - Email members and have them pick it up sometime in the Engineering building.
- Make sure new initiates fill out a catalog card 2 weeks PRIOR to initiation so that Nationals has time to mail us certificates and bents.

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- Solidify dates for all large events.
- Location of initiation/banquet?

[Passwords.xlsx](#)

PRESIDENT (Marissa)

- Ensure that letters to parents are sent out.
- Ensure that emails to eligible TBP members are sent out with the date of prospective member information session.
- Ensure that the eligibility report is submitted.
- Work with the secretary and membership coordinator to ensure the Eligibility Report is filled out correctly.

VICE PRESIDENT (Alex)

- Work with membership coordinator to mail letters to parents and email potential new initiates.

CORRESPONDING SECRETARY (Keegan)

- [Roles Responsibilities - Corresponding Secretary.docx](#)
- <https://www.tbp.org/off/membershipSubmit.cfm#Eligibility>
- Work on filling out and submitting Eligibility report (Excel sheet). Contact Marissa or Dean Fund with any questions.

- [TBP\\_membership\\_coordinator\\_instructions.docx](#)

#### MEMBERSHIP COORDINATOR (Will)

- Work with the Corresponding Secretary to obtain the list of eligible members (+ parents and addresses). Contact Alex for questions.
  - Mail merge letters to parents in a Word document
  - Save them to a flash drive and coordinate a time with Dean Andy Fund to print letters out in his office. Also get envelopes for letters.
  - Stuff envelopes (or give to Marissa to stuff).
  - Drop off sealed envelopes to Dykstra Hall (or give to Marissa to drop off).
- Email all eligible TBP members (email template in Google Drive).

#### TREASURER

- Schedule meeting with Chassy Nichols to go over financials and payment information.

**Tau Beta Pi Officer Meeting Minutes**  
**September 15th, 2021**  
**7:00pm | Zoom**

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Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

**Review Fall 2021 tentative schedule**

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**Review Google Drive organization**

**Review checklist of Fall required reports:**

<https://www.tbp.org/off/eNotes/Reportingchecklists2017.pdf>

**Review Initiation Checklist**

<https://www.tbp.org/off/InitiationChecklist.pdf>

**Officer Updates**

- President
  - Update on eligible member info session RSVP
  - Parent letters are mailed out
- Vice President
- Corresponding Secretary
  - Eligibility report submitted? Dean Fund's question?
- Membership Coordinator
- Treasurer
  - Meeting with Chassy? Financials update?

\*\*\*\*\*

**Kickoff Events**

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**Eligible Member Info Session and General Body Meeting**

Will separate meeting with Marissa if it would be helpful?

- **Kickoff info session**
  - Marissa, Alex and Will develop slideshow
  - Will (and maybe Alex) presents slideshow, highlights benefits and requirements, goes over schedule
  - Marissa ends with benefits of TBP
- **General Body Meeting**

***Highlights of general body presentation:***

- Overview of TBP - "welcome back to the semester"
- Virtual Recruiting Fair! - open to everyone
- Constitutional Amendment and Ratification Ballet - required by Tau Beta Pi HQ
  - Send in follow-up email.
- TBP graduation regalia
- TBP merchandise
- Serve cookies =)
- Marissa introductions
- Divide up presentation slides
- Advertise open positions (Media Coordinator, Events coordinator, awards chair), emphasize low commitment outside of larger events. Keegan graduate in December.
- Marissa might reach out to individual members who are good candidates for open positions.
- After meeting: two forms -- survey and service events and banquet RSVP
  - "On a scale of 1 (low) to 5 (high), how involved would you like to be in Tau Beta Pi?"
  - Other than service events, what other events would you like to see?
  - Do you have any suggestions for the executive team on how to improve our chapter?

\*\*\*\*\*

**Personal Meetings**

- Wednesday. Makeup on Thursday
- Best location to have it in?
  - **Ground floor** might be too crowded depending on where we have it at
  - Figure out where to get tables for each station
    - *Talk to Lane Swanson*
  - Marissa will hold virtual make-up personal meetings individually.

\*\*\*\*\*

**Signature Book Party / Pizza Party / Halloween Bent Decorating Party**

- Wednesday
- Invite both eligible initiates and general body members.
- SHOULD WE HAVE INITIATES BIND THEIR SIGNATURE BOOKS - just staple
  - *Ask Dean Fund about meeting with TBP faculty members*
- Could act as a social event as well.
- Serve pizza and PUMPKIN PIE???

\*\*\*\*\*

Decide on space to rent for initiation and banquet.

- West Ballroom

- KS Ballroom
- WHERE TO GET TABLES AND CHAIRS???

**LAST QUESTION:** meet Tuesday night (briefly) for the next few weeks since all our events are on Wednesday?

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Meeting with Dean Fund, 09/20/21

1. Would faculty members want to sign TBP signature books? Or would they not want to be bothered?
  - a. Get a few faculty signatures
2. Confirm who checks need to be made out to for dues: Kansas State University?
  - a. YES
3. For academic standing we have gone by which classes a student is enrolled in. Is it ok for them to be enrolled in EP2 and Calc 3 or do they have to have already finished taking those classes?
  - a. Juniors who have not yet completed these courses are not yet eligible
  - b. If they've transferred over those classes from another college → OK.
4. What is the ground floor of the Engineering building called? Ground floor atrium?
  - a. Atrium outside of the design suites
  - b. DUE design suite atrium
5. Adopt-A-Highway
  - a. Waivers?
  - b. Anything else we need from KDOT other than vests and trash bags?
  - c. Where to get gloves from? Supply closet?
6. K-Hill
  - a. Alex schedule meeting

**Alex schedule meeting and Marisa and Alex coordinate meeting times**

**Saturday october 9th K-Hill instead? Because Dean Fund can't make it**

- Does anybody have a truck???
- We have all the materials already
- Renting hedge trimmers

Paz-lee

Send dues to Nationals after initiation!

Election report

- Everyone is “elected”
- Those who are interested we “accept election”

- These people fill out catalog cards
- Those that are not interested or do not respond “refuse election”

**Tau Beta Pi Officer Meeting Minutes**  
**September 28th, 2021**  
**8:15pm | Zoom**

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

**Personal Interviews: Wednesday, September 29th at 5:30pm, Ground Floor of Engineering (officers arrive at 5:20pm)**

- [Personal Interview Fall 2021](#)
- Expecting around 20-25 eligible initiates to show up
- Divide up interview questions among officers
- Each officer brings their laptop and stands at a table; initiates will form lines and answer a question.

**Signature Book Party and Bent Decorating Social: Wednesday, October 6th at 5:30pm, Engineering Atrium (officers arrive at 5:20pm)**

- Marissa will buy Halloween decorations
- 10 RSVP's so far, mostly general body
- Reserve 8 tables?
- Not sure if all eligible initiates will show up
- Estimating 25 people?
- Food options:
  - Canes: 75 chicken strips for \$78.99 (feeds 25)
  - 2 Cheese pizza ?? Dominos
  - Varsity Donuts? For dessert!
- Who wants to pick up the food? → **Alex**
- Jacob order food on Monday

**Officer Applications**

Ethan Wheeler

*Marissa,*

*I am interested in running for an executive board position as Media Coordinator. I would like to continue to utilize and improve my abilities in a position that closely resembles my role as Webmaster in my 4-H club in High School. Also, I would like to learn more about TBP and its history while more completely understanding how our TBP chapter works in relation to other chapters. I believe that making contacts and forming friendships within our chapter while holding this position would more easily allow me to accomplish this.*

*Top 3 choices:*

- 1. Media Coordinator*
- 2. Corresponding Secretary*
- 3. Events Coordinator*

Connor Flynn

**Election Report**

- Keegan submit

**Tau Beta Pi Officer Meeting Minutes**  
**October 5th, 2021**  
**8:15pm | Zoom**

**Presiding:**

President: Marissa Shivers  
Vice President: Alex Hill  
Corresponding/Recording Secretary: Keegan Taylor  
Treasurer: Jacob Milburn  
Membership Coordinator: Will Vandenbos  
Events Coordinator: Connor Flynn  
Media Coordinator: Ethan Wheeler



New meeting time: Tuesdays at 8:15pm

Welcome new officers!

- Meet afterwards briefly

**TOMORROW 5:30pm: Signature Book Party and Bent Decorating Social**

- **ALEX:** pick up Canes
  - Payment situation?
  - Tax exempt?
  - Be at Engineering atrium by 5:15pm
- **CONNOR:** pick up Varsity Donuts
  - Drop off at the Engineering atrium at 4:45pm
  - Already paid for
- **ETHAN:**
  - take pictures during the event
- **Will:** mark people's signature books off
- **Everyone else:**
  - Help set up at 5:00pm? (carry tables to the Engineering atrium).
    - Will
  - If not helping set up, arrive at 5:15pm.
  - Start off by serving Canes (gloves and tongs).
  - Tables will be set up for people to eat/talk.
  - There are some Halloween decorations for people to decorate The Bent.

**SATURDAY, OCTOBER 9TH, 1:00PM-5:00PM: KS Hill Service Event**

- Go up hill by ReStore
- Will absent
- **ALEX:** setup
  - [F2021 MASTER TASK LIST](#) ← go over

- **JACOB:** order pizza during event
  - Keegan pick up pizza
  - Take it back to KS Hill
- **ALL:** Arrive at Engineering 11:30am.
  - Marissa, Connor, Jacob, Ethan
  - Help load supplies in truck

**Tau Beta Pi Officer Meeting Minutes**  
**October 12th, 2021**  
**8:15pm | Zoom**

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

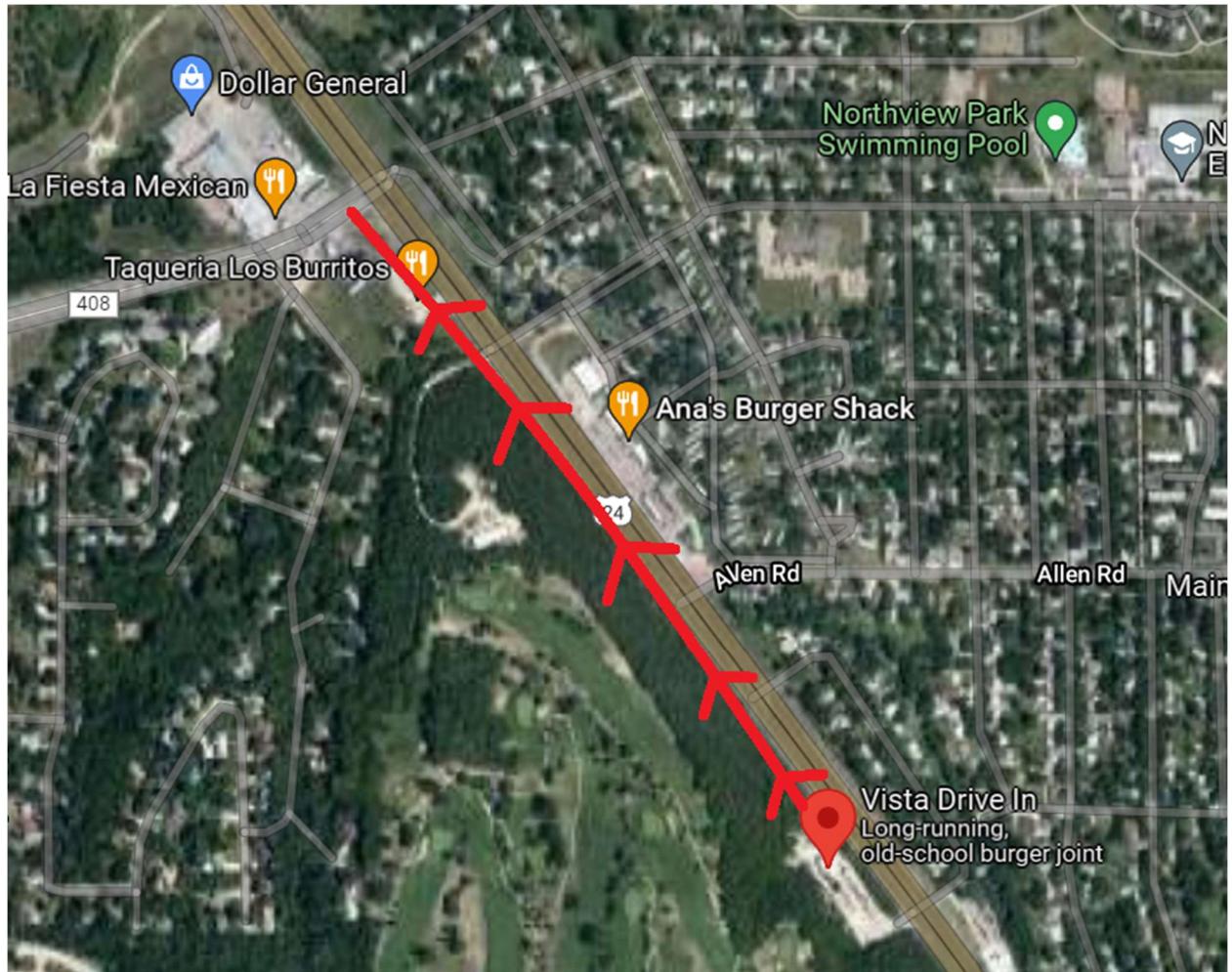
KS Hill was a success!

**Adopt-a-Highway: Sunday, October 17th, 1:00pm**

- Pick up vests and trash bags from KDOT in Wamego
- Buy gloves, water bottles, paper plates
- Who can pick up pizza during the cleanup?
  - Keegan
  - Get paper receipt?
- Where to eat pizza after? Goodnow Park
- Estimated around 20 people including officers, should we split groups into 2?
- Meet at La Fiesta
- **Alex print out waivers**
- Meet at Goodnow park afterwards to eat pizza

Send Ethan headshots to put on website.





Jacob → account number to bill the Union for room reservation?

- Ask Chassy

Dean Fund:

- Catering for banquet

Contact: Erin Gutsch

Phone: 785-468-3511

Email: [thefarmhouseinolsburg@gmail.com](mailto:thefarmhouseinolsburg@gmail.com)

- Speaker for banquet
  - Brad Kramer
  - O'Keefe
  - Mike Finnegan
  - Chad Jackson
  - Talk about leadership, engineering related

Banquet

- Invite Dean O'Keefe
- Invite other advisors

Marissa: Catalog cards

- Remove Maguire
- Email nationals to remove students

**Tau Beta Pi Officer Meeting Minutes**  
**October 19th, 2021**  
**8:15pm | Zoom**

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

**Highway cleanup recap:**

- 15 participants
- Too much pizza
- Keegan → receipt to Jacob
- Marissa → signed release forms to Alex or Connor

**Initiation and Banquet: November 4th from 6:00pm - 8:00pm**

**Bluemont Room, K-State Student Union**

- Dress: business professional
- Catering: Cox Brother BBQ
- Everyone will be reading a speaking part -- I will send them out when the event gets closer.
  - One person can line people up in alphabetical order and lead them to their seats.
- Let me know now if you can't make it, otherwise you are expected to attend.
- Anyone know a good professor for a speaker?

Other

- Jacob: Account number for Union billing?



# Tau Beta Pi

The Engineering Honor Society

## Tau Beta Pi Officer Meeting Minutes October 26th, 2021 / November 2nd, 2021 8:15pm | Zoom

### Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Keegan Taylor

Treasurer: Jacob Milburn

Membership Coordinator: Will Vandenbos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

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Alex/Connor: forms/supplies back to KDOT?

### Initiation and Banquet: November 4th from 6:00pm - 8:00pm

Bluemont Room (2nd floor), K-State Student Union

- Dress: business professional
- Setup (15-30 minutes before initiation): who can help setup?
  - Ethan, Alex, Will, Connor
- Speaking roles - if anyone is interested in rehearsing their speaking part or wants to pick a specific one before initiation let me know, otherwise you will be randomly assigned.
  - **ALPHA (Marissa)**
  - **BETA (Alex)** (scholarship)
  - **DELTA (Will)** (character)
  - **ZETA (Ethan)** (history)
    - Update information fill-in-the-blank
  - **CHI (Connor)** (objectives)
  - **GAMMA (Jacob)** (guide) lines candidates up alphabetically, leads candidates into the room, introduces them, and later distributes and collects the motto strips, and distributes the Bents.
  - **MU (Keegan)** acts as an assistant to GAMMA, arranging the Bents, distributing and collecting the motto slips, and *supervising the signing of the Roll Book*.
- Let me know now if you can't make it, otherwise you are expected to attend.
- Questions?

**Banquet: 7:00pm**

- 27 RSVPs
- Cox BBQ -- will be delivered
- ~~Fill out banquet RSVP (<https://forms.gle/PwyvuGMU4ytKBRw37>)~~
- ~~Recommendations for banquet keynote speaker? (professor, instructor, etc.)~~
  - ~~Dean Wanklyn?~~
  - ~~Dr. Wanklyn → Alex will email~~
- Executive board helps serve food
- Advertise executive board positions
- Need 2-3 people to help clean up afterwards
  - Keegan, Will, Alex
- Questions?

~~Required by Nationals: <https://tbp.us3.list-manage.com/track/click?u=6f06572e6173d32ad0ef8e103&id=0d8f8574eb&e=639fc42926>~~

~~Check out our website <https://engg.k-state.edu/tbp/>~~  
~~— Take picture after initiation~~

Hand sanitizer  
Paper towels  
Sanitizing wipes  
Tongs  
Plates, silverware, cups  
Napkins  
Dessert (brownies, cookies)  
Buns  
Lemonade



**Jazz Loffredo** 2:24 PM

I picked up:

- Buns
- Plates
- Napkins
- Cups
- Silverware
- Serving Spoons/Tongs
- Lemonade
- Water
- Brownies
- Cookies

**Tau Beta Pi Officer Meeting Minutes**  
**January 25th, 2022**  
**5:30pm | Zoom**

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

**Events Coordinator: Connor Flynn**

Media Coordinator: Ethan Wheeler



**TAU BETA PI**  
THE ENGINEERING HONOR SOCIETY

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Review Spring 2022 schedule: [Schedule\\_Spring\\_2022.xlsx](#)

**All officers - begin thinking about documentation for a transition guide:**

- Edit existing “Roles\_Responsibilities” document and just add in that you edited information
- AND/OR: Create a new document with compiled information from your experiences.
- Strike out any outdated information (e.g. anything to do with OrgSync).

**Membership Coordinator (Will):**

- Letters to eligible initiates:
  - Mail merge letters into Word document: [Parent Letter.docx](#)
  - Save to flash drive and coordinate with Dean Fund to print out letters in his office. Also get envelopes.
  - Send a message in the GroupMe when letters are printed so exec can pick some up to fold.
  - Maissa will drop off sealed envelopes to Dykstra Hall.
- Email all eligible TBP members: [Member Eligibility Email.docx](#)

**Media Coordinator (Ethan)**

- Remove Keegan from officer page
- Update Community Service page with more recent pictures
- [Will's headshot?](#)

**Potential Events:**

- Underclassman of the year
  - Information: Officer Documents > Officer Guides > [Awards Chair](#)
  - Develop new application (fillable PDF) and review application questions
  - Present award at banquet
  - Update website with winner once we have one
  - Ask ESC/Steel Ring about Engineering Leadership award ceremony/reception

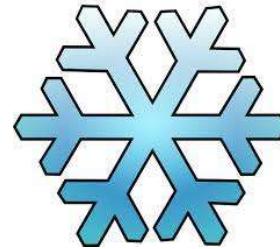
- Canned food drive
  - Last time we did it was in 2019
  - Donated to Cats' Cupboard
  - Competition within engineering departments
- Pi Day event
  - Pi reciting contest/booth/giveaway
  - Pie baking contest

**Extra:**

- 2022 Student Org Leadership Summit
  - Register: [https://orgcentral.k-state.edu/CSI/rsvp\\_boot?id=375027](https://orgcentral.k-state.edu/CSI/rsvp_boot?id=375027)
  - Partnership with Center for Student Involvement, Housing & Dining Services, and Mortar Board Senior Honorary.



**Tau Beta Pi Officer Meeting Minutes**  
**February 1st, 2022**  
**5:30pm | Zoom**



**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

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**All officers - continue thinking about documentation for a transition guide:**

- Edit existing “Roles\_Responsibilities” document and just add in that you edited information
- AND/OR: Create a new document with compiled information from your experiences.
- Strike out any outdated information (e.g. anything to do with OrgSync).

**Updates on letter folding:**

- TBP Mail Code: 1787-001

**Engineering Career Fair - volunteering**

- <https://www.signupgenius.com/go/409044fa9a8283-20221>

**Media Coordinator (Ethan)**

- Remove Keegan from officer page
- Update Community Service page with more recent pictures
- Will's headshot?

**Underclassman of the Year:**

- Monday, February 14th: Send out nomination email to faculty
  - Wednesday, February 23rd: reminder email
- Monday, February 28th: Send out applications to nominees
- Wednesday, March 23rd: Applications due
- Tuesday, March 22nd: Select winner
- Monday, March 28th: Notify winner
- Tuesday, April 5th: Banquet

**Potential Events:**

- Canned food drive?
- Pi Day event

- Pi reciting contest/booth/giveaway
- Talk to Chassy about prize restrictions

**Extra:**

- 2022 Student Org Leadership Summit
  - Register: [https://orgcentral.k-state.edu/CSI/rsvp\\_boot?id=375027](https://orgcentral.k-state.edu/CSI/rsvp_boot?id=375027)
  - Partnership with Center for Student Involvement, Housing & Dining Services, and Mortar Board Senior Honorary.



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**Review Spring 2022 schedule:** [Schedule\\_Spring\\_2022.xlsx](#)

**Engineering Career Fair - volunteering**

- <https://www.signupgenius.com/go/409044fa9a8283-20221>
  - Check in at the "Employer Registration"
  - How did it go?
- 

**Initiate/General Body Meeting → NEXT WEEK!**

Tuesday, February 22nd at 6:30pm

Paslay Auditorium [Spring2022 General Body.pptx](#)

- All officers attend and meet at 6:00pm
- Will: Send out reminder email to potential initiates
- ~~Marissa: Send email to GBM~~
- Marissa: pins and certificates
- Cookies? Hyvee?

**Makeup meeting:** Wednesday, February 23rd at 6:30pm

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**Personal Meetings**

**Tuesday, March 1st 6:00pm**

- Officers meet at 5:30pm to set up
- Need 6 officers total
- Help carry tables... please

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**Pi Day Event during E-WEEK**

**Wednesday, March 2nd 10AM - 1PM (tentatively)**

- Alex, Jacob, Cononr, Ethan
- Pie giveaway for reciting pi
- What kind of pie to give away?

- Slices of pie
- Prize for whoever can recite the most digits of pi
  - 1st place: \$20 Radina's gift card
  - 2nd/3rd place: Snack basket
- Sign to learn more about TBP
- TBP banner, cloth, etc?
- QR code for TBP website
- [https://ksuemailprod.sharepoint.com/:x/s/EngineeringStudentCouncil/EZawHtHQcTFMq\\_cmQGOKYdnsBPXQDDe4iUDWsvSuQ62jwGfw?e=oaYviq](https://ksuemailprod.sharepoint.com/:x/s/EngineeringStudentCouncil/EZawHtHQcTFMq_cmQGOKYdnsBPXQDDe4iUDWsvSuQ62jwGfw?e=oaYviq)

To-Do:

- Reserve space in Engineering
- Get gift card approved?
- Check about TBP banner
- Make volunteer sheet
- Supplies for tabling
  - ID scanner?
  - Table cloth
  - Stand for info sheet about TBP



### **Signature Book Party Tuesday, March 8th 6:00pm**

- Will, Connor
- Dominos

### **Underclassman of the Year:**

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  - ~~Wednesday, February 23rd: reminder email~~
- ~~Friday, February 25th: Nominations due~~
- ~~Monday, February 28th: Send out applications to nominees~~

- Friday, March 11th
  - Tuesday, March 22nd: Select and notify winner
  - Tuesday, April 5th: Banquet
  - Tuesday, April 26th: Engineering Leadership Reception
- 

#### **Alumni page on our website?**

- Historical archive of members
  - Would need to dig around the Google Drive
- 

Ratification Ballot for Constitutional Amendment: [2021RatificationBallot.pdf](#)

- “*Adjust the Executive Council election process to utilize preferential (ranked choice) voting instead of the current process outlined in the Constitution.*”
- Constitution Article X, Sec. 3 (a)

The Executive Council has approved a constitutional amendment to the Tau Beta Pi Constitution and is submitting it to the chapters for ratification. This amendment would update the Executive Council election process used during the Convention.

[Google Site](#)

submit [ballot](#) by April 1, 2021

[information sheet](#)

[Presentation](#)

[Letter](#) Alex from Chapter services : [chapters@tbp.org](mailto:chapters@tbp.org) or 865-546-4578.

**Presiding:**

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Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

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**Review Spring 2022 schedule:** [Schedule\\_Spring\\_2022.xlsx](#)

**Appeal for Reduced Initiation Fee**

<https://drive.google.com/drive/u/0/folders/1Qm0vU9Q9R6Tc0OvoFWxm5WA2dPNY9oQ2>

**Pi Day Event during E-WEEK**

**Wednesday, March 2nd 10AM - 1PM (tentatively)**

[Pi Day Tracking](#)

**Underclassman of the Year:**

- ~~Monday, February 14th: Send out nomination email to faculty~~
  - ~~Wednesday, February 23rd: reminder email~~
- ~~Friday, February 25th: Nominations due~~
- ~~Monday, February 28th: Send out applications to nominees~~
- Friday, March 11th
- Tuesday, March 22nd: Select and notify winner
- Tuesday, April 5th: Banquet
- Tuesday, April 26th: Engineering Leadership Reception

**Alumni page on our website?**

- When we have more free time
- Historical archive of members
- Would need to dig around the Google Drive
- OR look at TBP reporting website for each initiation semester

**Tau Beta Sweatshirts**

- DELAYED!!!

**Graduation Cords**

- Will purchase for all officers
- General Body members will pay me back

**Presiding:**

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

Awards Chair: Braden Funk

Things to discuss:

**Adopt-A-Highway event Sunday March 27th**

- RSVP for pizza:  
[https://docs.google.com/forms/d/1K7MyVZqPH3Q4pHUeOly91H4F18YIHQSWhDLen1kDzCA/edit?usp=drive\\_web](https://docs.google.com/forms/d/1K7MyVZqPH3Q4pHUeOly91H4F18YIHQSWhDLen1kDzCA/edit?usp=drive_web)
- JACOB: in charge of pizza
- ALEX: print waivers
- ALL: able to offer rides to members?
  - Meet in Engineering at 12:40pm
- Marissa: buy gloves (maybe)
- Alex: check for gloves

**Crewnecks for GBM are in!**

- Pickup from the front desk in the Fiedler Learning Commons.
- We have extras of Medium, Large, and XL
- If you know anyone else that wants a crewneck, let Marissa know.

**Ordering graduation regalia**

- [https://docs.google.com/forms/d/e/1FAIpQLScTsrYYJvHRIf45ErCYdUQ8oBs0cVbrYz07eliy2bGvwXgg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScTsrYYJvHRIf45ErCYdUQ8oBs0cVbrYz07eliy2bGvwXgg/viewform?usp=sf_link)
- Graduating exec members: cord paid for by TBP
- Fill out form and mark "other" as payment
- Pay for anything else that you might want

**Underclassman of the Year award**

- Will email officers applications to review.
- Cast your vote by the end of the week.

**Initiation and Banquet: Tuesday, April 5th**

- RSVP: [https://docs.google.com/forms/d/e/1FAIpQLSe-0hAYtFe\\_gosys1wRDWlil8Gicp3yERD83sjiQsPc5Na7Tg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe-0hAYtFe_gosys1wRDWlil8Gicp3yERD83sjiQsPc5Na7Tg/viewform?usp=sf_link)
- Initiation 6:00pm
- Banquet 7:00pm
  - Catering Cox BBQ

- Dean Kevin Wanklyn guest speaker

### **Elections and Social**

- Any ideas?
  - Jackbox?
- Pass out graduation regalia (probably)
- Varsity Donuts?
- Need to have a room reserved by Tuesday, March 29th → A smaller room?
  - 1066, 1063, 1061, 1052

### **Speaking to Engineering Ambassadors**

- Monday night at 6:30pm
- Will V → he will let us know the date



# Tau Beta Pi

The Engineering Honor Society

## Tau Beta Pi Officer Meeting Minutes

March 29th, 2022

5:30pm | Zoom

### Presiding:

President: Marissa Shivers

Vice President: Alex Hill

Corresponding/Recording Secretary: Marissa Shivers

Treasurer: Jacob Milburn

Membership Coordinator: Will VandenBos

Events Coordinator: Connor Flynn

Media Coordinator: Ethan Wheeler

Awards Chair: Braden Funk

### Underclassman of the Year

- Winner: Emma Worthington
- Braden print out certificate
- Present speech at banquet
- Present speech and plaque at Engineering Leadership Reception

### Adopt-A-Highway event Sunday April 3rd

- Officers attending: Marissa, Braden, Will, Connor, Jacob, Ethan
- Jacob: in charge of pizza
- MARISSA: print waivers
- **ALL: Meet in Engineering at 12:40pm**

### Initiation and Banquet: Tuesday, April 5th from 6:00pm - 8:00pm

#### Flint Hills Room (2nd floor), K-State Student Union

- Dress: business professional
- Setup at 5:30pm (30 minutes before initiation): who can help setup? Carry items from Marissa's car to room in the Union
  - Connor, Alex, Will, Jacob (maybe), Ethan
  - **Initiation 6:00pm**
    - We will distribute certificates and pins at initiation, and give initiates their signature books

- Speaking roles - if anyone is interested in rehearsing their speaking part or wants to pick a specific one before initiation let me know, otherwise you will be randomly assigned.
  - **ALPHA** → Marissa
  - **BETA** (scholarship) → Jacob
  - **DELTA** (character) → Braden
  - **ZETA** (history) → Connor
    - Update information fill-in-the-blank
  - **CHI** (objectives) → Will
  - **GAMMA** (guide) → Alex
    - Lines candidates up alphabetically, leads candidates into the room, introduces them, and later distributes and collects the motto strips, and distributes the Bents.
  - **MU** → Ethan
    - Acts as an assistant to GAMMA, arranging the Bents, distributing and collecting the motto slips, and *supervising the signing of the Roll Book*.
  - Ethan: Take picture after initiation
- **Banquet 7:00pm**
  - Catering Cox BBQ
  - Who can pick up the food at 6:45pm?
    - Alex
  - Dr. Kevin Wanklyn guest speaker; Dr. Lisa Wilken and Dean O'Keefe are also attending
  - Executive board helps serve food
  - Advertise executive board positions
- Need 2-3 people to help clean up afterwards
  - Ethan, Will, Alex
- Questions?
- Let me know now if you can't make it, otherwise you are expected to attend.
- Jori Vangoethem → has to be initiated next semester

## Elections and Social

- April 12th or April 19th?
- Senior send-off? Not sure when regalia will come in
- Any ideas?
  - Jackbox (Quiplash)
- **Officer elections:** Need to prepare Google form to apply (ranked choice)
  - Speech at elections?
  - Any recommendations for who would be a good fit?

- Eric Yu → Media Coordinator
- Max Immenschuh (Connor)
- Varsity Donuts? Jacob figure out?
- Marissa will reserve room
  - 1066, 1063, 1061, 1052

**Engineering Leadership Reception: Tuesday, April 26th at 5:30pm, K-State Student Union Main Ballroom**

- Marissa, Braden, Jacob, Will

**Speaking to Engineering Ambassadors**

- Monday night at 6:30pm
- Will Van → let us know the date

Hand sanitizer

Paper towels

Sanitizing wipes

Tongs

Plates, silverware, cups

Napkins

Dessert (brownies, cookies)

Brioche Buns

Lemonade



## Tau Beta Pi Officer Transitions

May 3rd, 2022

5:30pm | Zoom

### Outgoing Officers:

- **President:** Marissa Shivers
- **Vice President:** Alex Hill 316-250-3885
- **Membership Coordinator:** Will VandenBos
- **Treasurer:** Jacob Milburn 6208998028
- **Corresponding/Recording Secretary:** Marissa Shivers
- **Events Coordinator:** Connor Flynn
- **Media Coordinator:** Ethan Wheeler
- **Awards Chair:** Braden Funk

### Incoming Officers + contact information:

- **President:** Will VandenBos 913-717-0848
- **Vice President:** Connor Flynn 913-998-0259
- **Membership Coordinator:** Braden Funk 913-832-3014
- **Treasurer:** Nick Divilbiss (913) 832-9917
- **Corresponding Secretary:** Jacob Bengel (913) 653-7476
- **Recording Secretary:** Alex Howard
- **Events Coordinator:** Eric Yu

### Primary Method of Communication:

- GroupMe

### Google Drive credentials:

- Username: [k.state.tbp@gmail.com](mailto:k.state.tbp@gmail.com)
- Password: kstatetbp2022

### Officer credentials and signatures for TBP HQ

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### Required Events:

- Fall:
  - Eligible initiate information session
  - General body meeting(s)
  - Personal Meetings/Interviews
  - Signature Book Party/Social (will have food)
  - KS Hill service event (pizza afterwards)
  - Adopt-a-Highway service event (pizza afterwards)

- Initiation (+ speaking part) and Banquet
- Spring:
  - Eligible initiate information session
  - General body meeting(s)
  - Personal Meetings/Interviews
  - Signature Book Party/Social (will have food)
  - Adopt-a-Highway service event (1 of 2)
  - Adopt-a-Highway service event (2 of 2)
  - Initiation (+ speaking part) and Banquet
  - End-of-year Elections and Social (will have food/donuts)

**Any questions?**

Breakout Rooms:

- **Room 1:**
  - Marissa Shivers
  - Jacob Bengel
  - Go over corresponding secretary duties
  - Will V. join after done with Braden
- **Room 2: Vice President**
  - Alex Hill
  - Connor Flynn
- **Room 3: Treasurer**
  - Jacob Milburn
  - Nick Divilbiss
- **Room 4: Membership Coordinator**
  - Will VandenBos
  - Braden Funk

Will and Marissa

- TBP convention credentials
- Renew Student Org registration with CSI
  - <https://orgcentral.k-state.edu/CSI/blog/register-renew-your-student-organization-now!-deadline-may-13th./7631/>
- Media Coordinator
  - Website access
  - Duties involved
  - Website updates
- Awards Chair
  - Primary duties in Spring only
- Main takeaways
  - Reserve the Union for initiation/banquet as early as possible

- Contact a caterer AT LEAST one month in advance
- For general body meeting
  - Heavily advertise open officer positions
  - Advertise scholarship and fellowship deadlines
- KC TBP Alumni Group
  - Marissa is going to try and join
  - Potential to stay active as an advisor/alumni member
- Let me know if you have any questions about anything... ever
  - Marissa Shivers: 785-250-1710